

JOB DESCRIPTION
MURFREESBORO FIRE DEPARTMENT
DEPUTY FIRE CHIEF

1. **JOB TITLE:** DEPUTY FIRE CHIEF
2. **DEFINITION:** The Deputy Chief shall provide skilled administrative assistance to the Fire Chief in all phases of Fire Department operations. The employee will be responsible for responding to citizen's complaints and concerns on behalf of the Fire Chief; assisting in the preparation and review of the city budget; reviewing bid specifications and bids received, with the ability to make an appropriate recommendation; being familiar with city personnel policies; and, possessing a working knowledge of employment and other laws applicable to local governments. This employee is directly responsible to the Fire Chief. All employees are responsible to the City Manager. This position is classified as Exempt for purposes of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. The employee must have the ability to safely operate a motor vehicle as well as modern office equipment, including but not limited to personal computer, radio, typewriter, calculator, copier, fax, and multi-line telephone system.
 - b. Work performed will generally be indoors but some outdoor work is required, with the primary job location in the Administrative Department. All City buildings and vehicles are smoke free.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Performs duties of Fire Chief in absence of Fire Chief.
 - b. Directs functions in areas defined and as assigned by the Fire Chief.
 - c. Confers and coordinates with the Fire Chief and Assistant Chiefs on various operational and administrative matters.

- d. Communicates effectively and courteously with other departments, the public, other employees, and the media in person, in writing and by telephone.
- e. Represents City Fire Department in a variety of internal and public activities including professional and civic organizations.
- f. Assists in preparation of Fire Department budget.
- g. Develops general orders and policies for the Fire Department.
- h. Coordinates personnel programs, procedures, and records.
- i. Investigates, records, analyzes, and resolves complaints and inquiries from the public.
- j. Conducts and directs personnel investigations and makes recommendations of disciplinary actions.
- k. Maintains necessary records and generates quantitative reports.
- l. Makes independent decisions based on judgment and experience.
- m. Serves as Incident Commander at major fires, emergencies, and natural disasters as appropriate.
- n. Sits, stands, stoops, walks and climbs intermittently.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must possess ten (10) years experience in a full time paid fire department; five years experience in administration and supervision at a command level is preferred. A combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position is required; Bachelor's degree in Business or Public Administration is preferred.
- b. Must be certified by the State of Tennessee as an Officer I and Instructor I.
- c. Must have legal authorization to work in the United States.
- d. Must possess a driver's license valid in the State of Tennessee.
- e. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to any felony charges, or misdemeanor charges involving violence, theft, or arson.
- f. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to DUI or to misdemeanor charges involving drugs during the past five years.
- g. Must submit to and pass a drug and alcohol screening.

- h. Knowledge of City and Departmental personnel policies, procedures and regulations, and ability to enforce them.
- i. Knowledge of the laws regarding employee health and safety, including Occupational Safety and Health provisions.
- j. Knowledge of the principles and practices of modern fire administration, operations, supervision, fire codes, and fire suppression.
- k. Knowledge of ISO requirements.
- l. Knowledge of hazardous materials incident response.
- m. Ability to respond and act as Incident Commander at a fire scene.
- n. Human relation skills with the ability to communicate courteously and effectively, both orally and in writing, with the public and members of the department.
- o. Skill in public speaking.
- p. Skill in effectively communicating with people of diverse cultural and educational backgrounds, including appointed and elected officials and employees on all levels.
- q. Ability to manage the Fire Department in absence of Fire Chief.
- r. Ability to understand the responsibility of all Fire Department officers of the City of Murfreesboro.
- s. Ability to exercise good judgment in evaluating situations and making decisions.
- t. Ability to analyze and resolve complex and sensitive problems.
- u. Ability to make financial and budgetary decisions.
- v. Ability to coordinate, delegate and negotiate.
- w. Ability to plan, direct and supervise the work of others.
- x. Ability to attend Council and other meetings outside of regular working hours.
- y. Ability to coordinate work with other City departments and organizations.
- z. Ability to report for work on time and perform the duties of the job in a timely manner in order to meet scheduled deadlines.
- aa. Ability to perform the duties of the job for a complete workday.

Date 11/21/00

Exempt

Safety Sensitive